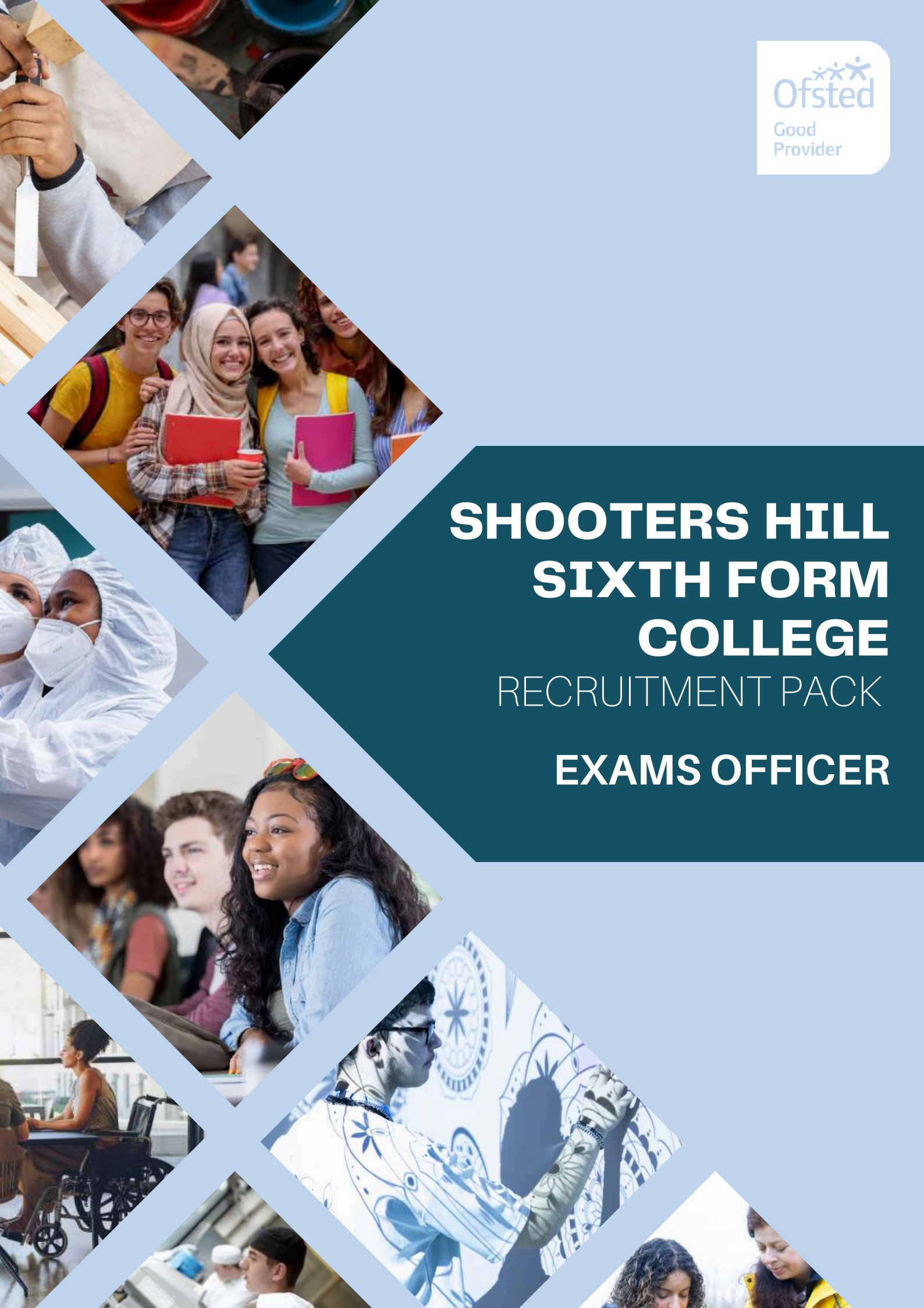




SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

EXAMS OFFICER

WELCOME

From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect.

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal



“Staff have created a vibrant and diverse community, where valuing others including their beliefs and attitudes, are central to college life.”

OFSTED 2024



SHC

A great place to work

SHC Community

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce.

Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing and developing our own workforce but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter.

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-staff-wellbeing-charter)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
 - Office 365, Laptop
 - Nursery
 - Pension Scheme TPS (for teaching staff) LGPS (for support staff)
 - Employee Assistance Programme
 - Free Flu Vaccination
 - Continuous professional Development
 - Flexible Family Friendly Policies
 - Fully Equipped Fitness Suite
 - Discounted Hair & Beauty Treatments
 - Financial wellbeing / Credit Union
 - Benenden Healthcare
- and much more



INTRODUCTION

To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

Shooters Hill Sixth Form College embraces multiculturalism. We celebrate the diverse backgrounds and nationalities of all our students. In our inclusive environment, we recognise the individuality of each student and we understand what is required for them receive the right support to grow and prosper.

Our Core Values

How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel

Valuing fairness for all and promoting personal growth.

How we lead

Leading by example with compassion, empathy and understanding.

How we behave

Conducting ourselves with honesty, integrity and respect.

The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



INTRODUCTION

To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of around 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

Here are a few we are especially proud of:

- Coffee Corner
- Greenwich School Sports Partnership
- Fully Equipped Fitness Suite
- Swimming Pool
- Art Gallery
- City View Restaurant
- T Level Facilities
- Immersive Room

Additional Reading

Further context of our college and our vision can be found within these booklets.

- **Ofsted Reports**
<https://www.shc.ac.uk/college-information/ofsted>
- **College Vision and Strategic Intent Booklet**
https://issuu.com/shsfc/docs/strategic_intents
- **College Prospectus**
<https://www.shc.ac.uk/course-guides>
- **College GSSP Sports Initiative Booklet**
https://issuu.com/shsfc/docs/gssp_booklet



EDEI STATEMENT

Equality, Diversity, Equity & Inclusion

At Shooters Hill Sixth Form College, we are more than just a place of learning, we are a thriving community where every individual, both students and staff alike can flourish.

We are dedicated to fostering the personal and professional growth of all our members, ensuring that each person feels valued, supported, and empowered.

Our commitment to diversity goes beyond celebration; we actively embrace differences, challenge stereotypes, and stand firm against discrimination.

Together, we are creating a college where inclusivity is not just an aspiration, but a lived reality.



ADVERT

Exams Officer

Shooters Hill Sixth Form College is a bold, ambitious institution where excellence, equality, diversity equity and inclusion aren't just ideals they're our everyday mission. We create a welcoming, empowering environment where learners and staff reach their full potential and step confidently toward their future aspirations.

We are looking to appoint an experienced Exams Officer to join our Exams Team.

Salary: Scale 5 - Starting at £28,361 (FTE £32,525)

Contract: Full time, term time only

The successful candidate will be a motivated, customer-focused and well organised individual who can develop and maintain excellent working relationships with staff, students, and external agencies. As part of the Exams team, you will be responsible for administering all aspects of public examination and certification, whilst ensuring full compliance with the college and awarding body regulations.

If you are looking to take the next step of your own journey and use your proven track record of success to make a positive contribution to the students' college experience, then this college could be the place for you.

To apply for this post, please use the fast apply option via the TES or FE Jobs. Alternatively, you can email our People Services department for an application form at peopleservices@shc.ac.uk

Completed applications to be sent to: peopleservices@shc.ac.uk

Due to the safer recruitment process, we are unable to accept CVs as a form of application.

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2026.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.

JOB DESCRIPTION

Exams Officer

GRADE : SCALE 5

RESPONSIBLE TO : HEAD OF EXAMS

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

PURPOSE OF JOB

- To assist with the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
- To support the Exams Manager and Head of Centre in ensuring that the centre is always compliant with the JCQ regulations and awarding body requirements to maintain the security and integrity of the examinations/assessments.
- To ensure examinations are conducted in accordance with the regulations.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff supports the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place

MAIN TASKS & RESPONSIBILITIES

In common with all other staff:

- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies and practices.

In common with all support staff:

- Participate in college-wide projects and tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college and work outside of regular daytime hours.

JOB DESCRIPTION

Exams Officer

In common with all MIS and Exams Staff

- Take part in college development projects, this involves working with colleagues on project implementation teams & liaison with other College and external service teams.
- Attend and contribute to team meetings and briefings.
- Consult and feedback to colleagues and students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the College Strategy Group (CSG)
- Participate in the annual cycle of performance management, professional development, service area operating and review processes, and College quality improvement planning.
- Supervise agency staff, trainees and students on work experience.

DUTIES & RESPONSIBILITIES

Particular to the post

To assist and support the Examinations Manager in their duties:

- Keep up to date with all examination requirements and ensure that staff and students are aware of the relevant regulations, communicating these as necessary.
- To assist in the preparation for and organisation of all paper-based exams, both internal and external, (including making estimated and actual entries) in accordance with the regulations laid down by the regulators and the examination boards.
- To receive and store all examination papers as they arrive and be responsible for all examination stationery.
- To make appropriate provision for students who have an exam clash, or other special requirements, ensuring arrangements for candidates with special needs are met.
- To be present at the start and finish of each examination session where possible and to check attendance according to seating plans.
- To ensure examination papers are dispatched to the exam board/examiners as required by the regulations.
- To be responsible for all aspects of online examinations including:
 - *Scheduling and administering all online exams.
 - *Liaising with teaching staff regarding the student entries and timing of exams.
 - *Liaising with students to ensure tests run smoothly.
 - *Ensure any access arrangements are in place for students.
 - *Ensure Awarding Body and JCQ regulations are always strictly adhered to.
 - *Troubleshooting issues relating to online testing by liaising with
 - *Awarding Bodies and IT.
 - *Invigilation

JOB DESCRIPTION

Exams Officer

Particular to the post

- To be responsible for the training of internal / external invigilators.
- To liaise with facilities team regarding setting up rooms for exams.
- To ensure that achievement data is accurate and input into the MIS system in a timely manner for the purposes of reporting to Leadership.
- To be present on days the college is notified of results and make arrangements for these to be distributed to students and to attend results' days and deal with queries from students, staff and parents.
- Checking, collating and organising collection of certificates.
- To be confident in dealing with and resolving enquiries regarding any exams held at Shooters Hill from college staff, students, parents and Awarding Bodies.

Additional Information - Working Arrangements

- Hours of work: 35 hours per week full time, term time only at 39 weeks. Routine fixed daily start & finish times ideally at 09:00 to 17:00.
- Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

JOB DESCRIPTION

Exams Officer

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2026.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION

Exams Officer

Requirement	Essential	Desirable	Selection Method
Qualifications			
A level 3 qualification or above (i.e. A-Levels, BTEC National, GNVQ Advanced)	Y		AF
Knowledge & Experience			
General Admin / Office and Data Entry Experience	Y		AF/I
An advanced working knowledge of the Microsoft Office Suite of Applications from their practical use in daily administrative processes. Especially Excel and Access	Y		AF/I
Experience of working with MIS systems		Y	AF/I
Experience of working in exams and invigilation. Aspiration to expand your knowledge of exams and progress in the exam sector	Y		AF
Experience of working with young people	Y		AF/I
Skills and Abilities			
Fast learner and a passion to learn new skills and information	Y		AF
Ability to communicate effectively by telephone and in person with students and staff at all levels of the organisation and external callers	Y		AF/I
Ability to respond to tight deadlines and independently prioritise work	Y		AF/I
An organised, consistent and accurate approach to record keeping with excellent time-keeping skills	Y		AF/I
An understanding of and commitment to equal opportunities and practical ideas for implementation through the scope of the post	Y		AF/I

KEY: AF = APPLICATION FORM I = INTERVIEW

INTERVIEW AND ONBOARDING

Exams Officer

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised. Teaching and Leadership roles will have a 2 stage shortlisting process, with the 2nd stage being a Teams call.

Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

The interview process for support roles will consist of a college tour, pre-interview assessment task/s and a formal interview. Teaching roles will include delivery of lesson/s and other activities. You should expect to be at the college for the whole day.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our People Services department via email: peopleservices@shc.ac.uk

Referees will be contacted at the point of offering an interview.

Onboarding

If you are successful in interview, you will be conditionally offered the position dependent on:

- Proof of ID: 3 forms of original ID must be provided - TBC on appointment
- References: 2 professional satisfactory references must be received before appointment
- Qualifications: Original copies of required qualifications must be provided
- Satisfactory enhanced DBS
- Medical check
- Successful probationary period

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and People Services. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college.

Ensuring a smooth start through the initial few weeks and months in their new role.

TIMELINE

Exams Officer

To apply for this post, please use the fast apply option via the TES or FE Jobs. Alternatively, you can email our People Services department for an application form at peopleservices@shc.ac.uk

Completed applications to be sent to: peopleservices@shc.ac.uk

Closing date for applications:	15th October at 10am
Shortlisting:	16th October
Interviews to commence:	Soon after shortlisting
Start date:	ASAP

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

Telephone:	020 83199700
Email:	peopleservices@shc.ac.uk
Website:	www.shc.ac.uk



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives